

Snettisham Primary School



Code of Conduct for School Staff

May 2015

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1. Introduction

1.1 The school's aim is to offer high quality education to our pupils. In order to achieve this we must be responsive to pupils, parents and other members of the community, develop our staff and provide high quality leadership and management.

1.2 In our capacity as School Staff and Governors, we have a duty of work at all times within the law and according to school and West Norfolk Academy Trust (WNAT) procedures and to behave in a way that reflects well on the school. At all times public confidence in the school should be supported by the actions and/or words of members of school staff.

1.3 As an employee, staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests.

1.4 We should all be treated with courtesy and respect at all times. Everyone is entitled to be treated fairly. Staff should have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract.

1.5 This Code sets out the standards of conduct expected by the Local Governors of all school staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens nor in their rights to engage in legitimate trade union activities.

1.6 This code of practice links for teachers to Part B of the Teacher Standards: Personal and Professional Conduct.

1.7 It is important to read and adhere to the School's Code of Conduct. Disciplinary action may result if employees fall below the expected standards.

1.8 The Governing Body will take into account any mitigating circumstances, which may be relevant to possible breaches of the Code.

1.9 If in doubt about any aspect of the Code, seek advice from the Headteacher or Chair of Governors.

2. Working in the Education Service

2.1 Pupils and Parents - This Governing Body expects that all staff will deal with pupils and parents with respect, courtesy and helpfulness. It will not tolerate discrimination by staff members particularly on the grounds of race, gender, religious belief, disability, sexuality, marital status, HIV status, age, personnel circumstances or any irrelevant criminal conviction. This includes not passing on to anyone information about pupils and their parents unless there is a need for them to have this information in the course of their work.

(See Single Equality policy)

2.2 All staff use appropriate resources to support pupil progress.

2.3 Staff recognise that displaying personal photographs in the learning environment is not appropriate.

2.4 Staff do not disclose information given to them in confidence, or information acquired which is of a confidential nature, without the consent of a person authorized to give it. Staff do not prevent another person from gaining access to information to which that person is entitled by law.

2.5 As well as having a positive attitude and manner, appearance is also important. The Governing Body recognises that there are many acceptable styles of dress, including clothes worn for cultural and religious reasons. However it is important that all staff dress appropriately and give a positive image of the school.

Professional Dress for Staff

The main considerations for our work must be centred on safety, practicality and comfort. We must portray a professional image to each other and to our “customers” if we are to be taken seriously and viewed as professional. We have high expectations of the children’s uniform and we also need to reflect this as a staff in what we wear. Any outfit worn should be smart and one that is based on safety, comfort and practicality. This code applies to **all** teaching employees and pupils alike.

- Trousers – a range of styles can be worn but they are expected to be full length and not of denim material.
- Skirts – again a range of styles (not denim) and lengths, but please consider the length when working on the carpet.
- Tops – Women may need to consider the neck line when selecting outfits.
- Shoes – must be of a reasonable height bearing in mind the nature of our job and the role model we set to the children where safety issues are concerned. Style in line with professional dress.
- PE kit is preferred for PE lessons as we are a role model for our children. The expectation is that teachers will as a minimum change footwear but ideally change into suitable P.E. clothing

Dress Code on Educational Visits

- If the expectation is that children are wearing school uniform for the trip then teaching staff will need to dress to reflect this in their dress. Whilst it may be more casual it must remain smart. The only exception to this would be if you were on a trip to e.g. a farm, down a mine where the children are out of uniform – in “old clothes” because of the nature of the trip.

2.6 Community - Our staff are held in high regard in the local community. Any members of staff representing the school and having contact with the local community should be aware of this and behave appropriately.

3. Working With Other Staff

3.1 Effective schools are those where staff work co-operatively together. Discrimination by any member of staff will not be tolerated, particularly on the grounds of race, gender, religious belief, sexuality, marital status, HIV status, disability, age, personal circumstances or any irrelevant criminal conviction. Staff are expected to work together showing respect, courtesy and helpfulness whatever the staff member's position in the school.

4. Working With Senior Staff

4.1 It is important to have a good working relationship with senior staff. In turn, senior staff should treat you reasonably and fairly and with courtesy and respect, at all times.

4.2 Senior staff should tell you exactly what is expected of you and should support you in your work, including helping you deal with all aspects of pupil welfare and education.

4.3 You should carry out all reasonable and lawful requests made by senior staff to the best of your ability. You should never conceal any matter that you know should be reported.

4.4 Any allegations against other staff should be taken up with the senior leadership team.

4.5 If staff have concerns about the integrity of the Head teacher they must report their concerns to the Chair of Governors.

5. Working Safely

5.1 The Governing Body, in conjunction with WNAT and Norfolk County Council, will do everything it can to meet any statutory obligations and ensure that the school is a safe and healthy working environment.

5.2 In turn staff are expected to:

- follow the school's health and safety policies;
- take reasonable and practical steps to ensure the health and safety of yourself and pupils and staff you work with and ensure that safety equipment is not misused or damaged;
- wear clothes, which do not put health and safety at risk and to wear any safety clothing and equipment provided;
- report promptly any accidents or near misses, in the appropriate way;
- attend any medical examinations required by the Governing Body or the Local Authority;
- comply with hygiene requirements;
- tell the headteacher if you are taking any medication which would harm your ability to do your work and in particular, never to use machinery if you have taken any medication or drug that may affect your ability to do so safely;
- co-operate in all activities, including training organised to promote safety. (Health and safety policy)

6. Working Hours

6.1 Staff should work the number of hours set out in their contract of employment. All staff are expected to be punctual.

6.2 If staff are unable to work because of sickness they must inform the Assistant Headteacher on the first day of sickness by 7.30am. You will need to give an explanation for your absence including nature of sickness and anticipated date of return to work.

For less than eight days absence you should complete a self-certification form (from your surgery). For any longer period you must have medical certificates from your GP completed at weekly intervals.

'Fit for Work' Certification for staff is as follows:

For absences of 1 - 3 days: No certificate is required

For absences of 4 - 7 days: Self certification required

For absences exceeding 7 days: Doctor's certificate is required

Should you be absent on a day we break up for a holiday you need to contact the Assistant Headteacher to inform them of the day that you are fit for work – even if this is a holiday.

6.3 Time off for leave or appointments, for example, must be agreed in advance with the Executive Headteacher and is at the Executive Headteacher's discretion. Routine medical appointments should, wherever possible, take place out of school hours in order to minimise the disruption to our children's education. If proper procedures are not followed any absence could be considered to be unauthorised and absence and pay may be withheld.

6.4 Staff need to ensure that no additional employment is taken if this is written within their contract. Additional employment must not conflict with the interests of the council or affect the member of staff's ability and credibility to do their job. School time and equipment are not to be utilized in connection with any other employment.

7. Working with Integrity

7.1 All staff are expected to work with integrity and honesty. Rarely, school staff may be put in a position where they feel they might be being compromised. If this occurs you should discuss the matter with the Executive Headteacher.

7.2 Staff must not be under the influence of alcohol, use illicit drugs or other illegal substances while at work. If taking medication staff must seek the advice of their doctor to ensure that the medication will not impede their ability to do the job.

7.3 If school staff are offered favours, substantial gifts (worth over £25) or gifts which could be thought to be compromising, you must inform the Headteacher or Chair of Governors immediately, and before accepting the gift.

7.4 If school staff are asked to validate passport applications this needs to be referred to the Executive Headteacher.

7.5 Public funds must be used in a responsible and lawful manner. Staff must strive to ensure value for money for the school and to avoid legal challenge to the school. Staff should ensure compliance with WNAT's financial regulations which the school is required to follow.

8. Applying for Posts

8.1 When applying for a job all information on the application form must be accurate according to the best knowledge of the applicant. Unless exempt by the Rehabilitation of Offenders Act 1978, any criminal record must be revealed as well as any charge in respect of a crime that, if you are convicted, may make you unfit for your job, such as an accountant charged with fraud, or a member of staff charged with a serious drug offence.

8.2 DBS, prohibition and disqualification checks will be made, as required, as part of the recruitment process.

8.3 When applying for a job, you must not look for any undue favours from any Governor or anyone else involved in the selection process.

8.4 It is considered good practice to inform the Headteacher of an application that you intend to submit so that he/she can be fully prepared for a possible written or verbal reference.

9. Political Activities and Public Duties

9.1 All staff have a duty to behave in a non-political way in the course of their employment at the school. Staff should note that under the Local Government and Housing Act 1989 there are certain local government posts that restrict political activity. Advice should be sought from WNAT's Human Resources officer on this matter.

9.2 All staff have a right to ask for time off for public duties, for example, to be a school governor or a juror. This time off has to be granted unless it would be detrimental, in the view of the Executive Headteacher or Chair of Governors, to the functioning of the school.

10. Working with School Property

10.1 Staff may not borrow school property or use it for any other employment.

10.2 School telephones should be used in cases of emergency. Please avoid using the school telephone for personal calls.

10.3 You must not steal or unlawfully damage anything that belongs to the school or to the Trust.

11. Working And The Law

11.1 You are expected to abide by the law in the course of your employment at all times.

11.2 If you break the law outside school, in any way that damages public confidence in the school, this could result in disciplinary or other action being taken against you.

11.3 Unless exempt by the Rehabilitation of Offenders Act 1978, any criminal convictions which occur while employed by the Trust and which may affect your ability to carry out your job should be disclosed to the Headteacher or Chair of Governors in writing. If you are charged with an offence which, if you are convicted, may make you unfit for or substantially affect your job, you must also inform the Headteacher or Chair of Governors.

The purpose of this is not to prejudice employment but to safeguard the interests of the school, the Trust and the employee.

11.4 The school ICT systems may not be used for private purposes, unless the Executive Headteacher has given permission for that use. The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.

11.5 All staff are expected to sign and adhere to the ICT acceptable user policy. Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves, the school or WNAT into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information. The school does not recommend staff invite pupils to access their profiles on social networking websites. Internet users must not display, access, use, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any school system.

11.6 All staff must adhere to data protection guidelines. The data protection act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.

11.7 The freedom of information act (2001) gives significant rights of access to information held by all public authorities.

12. Working With The Media

12.1 You should not speak, write or give interviews, which include phone calls, to the press about school, West Norfolk Academy Trust or Norfolk County Council business without prior agreement of the Executive Headteacher or Chair of Governors. The Trust has a press office that deals with the media and their advice should be sought before statements are made.

Date accepted by Staff:

Date accepted by Governors: